



Council on Technology Services

Mobile Workforce Workgroup Final Minutes

July 26, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters
1200 E. Main St., Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS)
Jeanne Branch (DPOR)

Linda Foster (TAX)
Mark Willis (VCU)

Members Absent

Bethann Canada (DOE)
Darlene Quackenbush (JMU)

Bob Smith (Courts)

Others Present

Mike Hammel, Staff (VITA)

Fred Norman (CVC, LLC)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:00 a.m.

Approval of the Minutes

Mr. Beaton asked if there were any changes or corrections to the minutes from the July 7, 2006 meeting. There being none the minutes were approved as presented.

Charter and Work Plan Discussion

Mr. Beaton advised the workgroup of his meeting with the Secretary of Technology, Aneesh Chopra and his Deputy, Judy Napier. Farley relayed that the Secretary was concerned that the COTS Mobile Workforce Workgroup (MWW) might be duplicating work already completed and in process at the Department of Rail and Public Transportation (DRPT). Gus Robey from DRPT was also in attendance.

The workgroup discussed this at some length. As it is, the first couple of tasks in the charter direct that the MWW look closely at what has been completed by other groups, reference that work and also ensure that the workgroup's activities are not duplicative of what other groups are doing. The workgroup agreed that after a review of available work products from all known workgroups, it would be appropriate to revise the focus of the MWW if the objectives originally defined were met by other workgroups or could be met without substantial additional work. In that event, the workgroup agreed that it would be appropriate to recommend to the full COTS that the MWW focus its efforts on enabling technologies.

Mike Hammel advised the group of the newly formed VITA Telework Strategy and Advisory committee which he chairs. The MWW felt it would be good to work in cooperation with the VITA committee, perhaps in an advisory and support role. This committee has better access to technical resources than does the MWW. Mike noted that the MWW, with its composition of CTO, CIO, and IT Directors will be a valuable resource for the VITA committee in terms of direction and oversight.

Work Plan Review

The committee reviewed the work plan and responsibilities for each of the "Volunteer Lead" tasks. Assignments were made as follows:

- 1.4.1 – Mark Willis
- 1.5.1 – Linda Foster
- 1.5.4 and 1.5.5 – Jeanne Branch and Darlene Quackenbush
- 2.1 – Jerry Allgeier
- 3 – Bob Smith/Bethann Canada (tentative)

August 2nd Presentation

The workgroup decided to invite Gus Robey and Rick Clawson from DRPT to speak at the August 2nd meeting. Mike Hammel advised that representatives from The Telework Exchange have agreed to come and present to workgroup. It was decided that Mike would prepare the agenda and reserve a conference room at VITA Headquarters in the Richmond Plaza Building (110 S. 7th St). The meeting will be held between 9:00 AM and 11:00 AM.

Meeting Schedule

The next meetings are scheduled for August 16th, 30th, September 13th, 27th, October 11th, 25th, November 8th, 22nd, and December 6th, 20th.

New Business & Public Comment

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

Adjournment

There being no further business, Farley adjourned the meeting at 10:30 AM.